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ABSTRACT

Directions in the use of forms used by libraries to facilitate the interlibrary lending of newspapers, theses, books, and periodicals comprise the main body of this report. Numerous reproduced forms and worksheets illustrate these clerical aspects of loan procedures. A Library of Congress listing of union catalogs, library and publishers' catalogs, bibliographies, directories, and other sources useful in locating or verifying the existence of requested materials is included along with ten bibliographic and location verification exercises. (KB)

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A N

INTERLIBRARY LOAN

PRINTER

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
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IR 00 4121

By
Elizabeth McHenney Titus
1976

A is for A.L.A. Multiple Forms

B is for Borrowing

C is for Codes

F is for Forms

L is for Lending

N is for Newspapers

O is for OCLC

P is for Policy

T is for Theses

U is for Union Lists

V is for Verification

W is for Worksheets

A

IP FOR A. L. A. Multiple Forms

Interlibrary loan requests can be initiated by phone, mail, or in person depending upon the individual policies of your library. Whatever method is employed - the A.L.A. interlibrary loan form is used to supply the lending library with complete information.

GENERAL FORM:

Used to request items where you want to use the actual material (eg. a book, a reel of film, a dissertation, etc.)

PHOTODUPLICATION FORM:

Used when you want photoduplication services
Most periodical requests use photoduplication services as most libraries generally will not lend journals
Microfilm, microfiche, etc. can more easily be ordered using the photoduplication form.

If your budget, or low volume of requests prohibits the ordering of both types of requests the general form maybe used to make photoduplication requests.

GENERAL FORM

4 parts Part A White
 Part B Yellow
 Part C Pink
 Part D Gold

PHOTODUPLICATION FORM

3 parts Part A Blue
 Part B Green
 Part C White

How to properly fill out the forms and the uses of the different parts of the forms are discussed in more detail under

B is for Borrowing
L is for Lending

Forms may be purchased from most library supply order houses.

Date of request:

Call No.

INTER LIBRARY LOANS
OAKLAND UNIVERSITY
KRESGE LIBRARY
ROCHESTER, MI 48063

For use of

Status

Dept.

Author (or periodical title, vol. and year)

Title (with author & pages for periodical articles) (incl. edition, place & date)

☐ This edition only

Verified in (or source of reference)

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed \$

Note: The receiving library assumes responsibility for notification of non-receipt

AUTHORIZED BY:

(FULL NAME)

Title

A INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REQUEST

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charge \$ Insured for \$

Date sent

DUE

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE:

☐ Non circulating

☐ In use

☐ Not owned

Estimated Cost of: Microfilm

Hard copy

BORROWING LIBRARY RECORD:

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed \$ Insured for \$

RENEWALS: (Request and report on sheet C)

Requested on

Renewed to (or period of renewal)

LIBRARY PHOTODUPLICATION ORDER FORM

Date of request:

Requester's

Order No.

Supplier's

Order No.

A

Call No.

INTER LIBRARY LOANS
OAKLAND UNIVERSITY
KRESGE LIBRARY
ROCHESTER, MI 48063

Author (or Periodical title, vol. and year)

Form

Title (with author and pages for periodical articles) (incl. edition, place and date)

☐ Any edition

Reference)

Format ☐ microfilm ☐ photoprint ☐ Other Remarks:

REPORTS:

NOT SENT BECAUSE:

☐ Not owned by Library

☐ File is incomplete

☐ In use

☐ Hold Placed

☐ Request again

☐ Publication not yet received

☐ Please verify your reference

☐ Other:

☐ Suggest you request of:

Estimated Cost of Microfilm

Photoprint

Please pay in advance ☐

Please do not pay in advance ☐

Please send cost estimate for

☐ microfilm

☐ photoprint

Go ahead with the order if it does

not exceed: \$

Special instructions:

NOTE: This material is requested in accordance with the A. L. A. recommendations concerning the photoduplication of copyrighted materials

ORDER AUTHORIZED BY:



IS FOR BORROWING

Ref.

- Z Thomson, Sarah Katharine
713 Interlibrary loan procedure manual. Chicago,
T45 Interlibrary Loan Committee. American Library
Association, 1970
* Highly recommended

Ref.

- Z Directory of institutional photocopying services
265 (including selected interlibrary loan policies)
.D52 1959-
Keep latest edition only

Z

- 713 Piternick, Anne.
.P53 How to get what you don't have; a guide to obtaining
loans, photocopies or microcopies of sci-tech publi-
cations. Ottawa, National Research Council Canada.
1973
53, 52 p. 25 cm.

The borrowing process - the library is in the role of needing resources it cannot supply from its own collections to its users. The library by providing interlibrary loan services is expanding its information service role beyond the limits of its own collections.

EXHAUST LOCAL RESOURCES BEFORE GOING ON TO
THE NEXT LEVEL OF AVAILABLE RESOURCES

LOCAL RESOURCES

STATE RESOURCES

NATIONAL RESOURCES

INTERNATIONAL RESOURCES

WORKSHEET

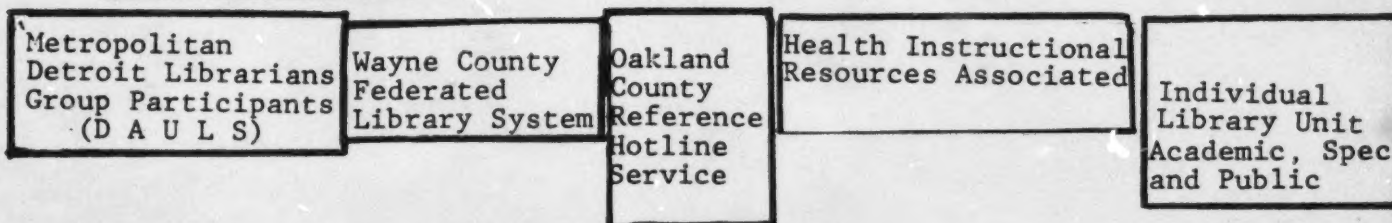
Your Local
Library
Unit

INSTRUCTIONS

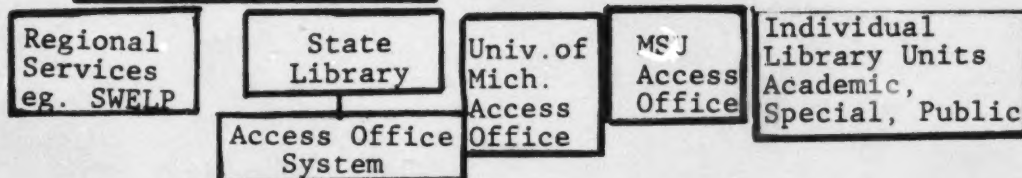
Which route does your normal flow of requests take? Which resources at the various levels are exhausted before going on to the next level?

1. Diagram the route your requests normally take.
2. Check the resources you utilize in filling interloan requests.

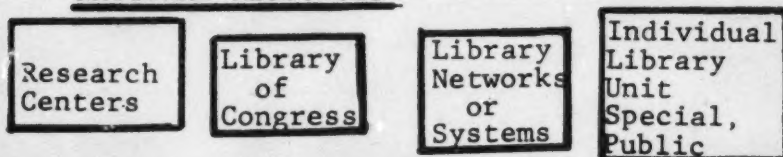
LOCAL LEVEL RESOURCES



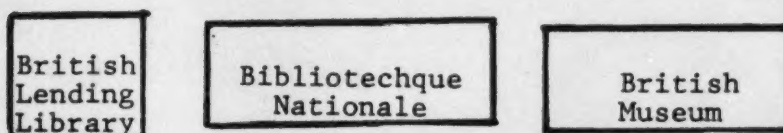
STATE LEVEL RESOURCES



NATIONAL RESOURCES



INTERNATIONAL RESOURCES



WHEN A REQUEST IS RECEIVED:

PROCESSING A REQUEST REQUIRES:

Bibliographic verification
Location verification
Typing, mailing
Statistics, Records maintenance

WHEN A RESPONSE IS RECEIVED:

PROCESS ITEMS RECEIVED

OR

REPROCESS ITEMS NOT RECEIVED

Maintain ILL circulation
System
Mailing
Patron Contact
Payment System

Contact patron/status of
request reports
Reinitiate requests (type,
mail)
Clarification of problems
Send Regrets

For all requests being prepared for the borrowing of items on interlibrary loan, a library should generally:

1. Submit all requests using an A.L.A. Multiple Form - (how to fill out forms is discussed later in this section.)

NOTE: For those libraries or services which do not require this form, be familiar with the procedures acceptable for inputting requests.

2. All requests should be typed.
3. Prepare a separate form for each item requested.
4. Do not abbreviate.

After the request has been prepared:

1. Detach and retain bottom sheet of request only.
2. Mail remaining forms with a self-addressed mailing label to lending library.

HOW TO BORROW AN ITEM USING AN A.L.A. GENERAL FORM:

Date of request: #1 1-9-76 #14 Remarks: Refer on
Call-No. Serial # 76/1-1 Titus

#2
QL
391
.04

#3 OAKLAND UNIVERSITY
KRESGE LIBRARY
ROCHESTER, MICHIGAN

For use of #4 Torch Status #5 Faculty Dept #6 Arts & Sciences

Author (or periodical title, vol. and year)
#7 Stephenson, John

Title (with author & pages for periodical articles) (Incl. edition, place & date) #9 ☒ This edition only
#8 The OLIGOCHAETA
Oxford, Clarendon Press 1930

Verified in (or source of reference)
#10 LC pre 1956 L42:399 OCLC LL35564

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed \$ #11

#12 INTERLIBRARY LOAN SERVICES
STATE ACCESS OFFICE
GRADUATE LIBRARY
UNIV. OF MICHIGAN
ANN ARBOR, MICHIGAN 48109

Note: The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: #13 Elizabeth A. Titus
(FULL NAME) Title: Ill Librarian

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charges \$ Insured for \$

Date sent

DUE

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use

☐ Non circulating ☐ Not owned

Estimated Cost of: Microfilm

Hard copy

BORROWING LIBRARY RECORD:

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed \$ Insured for \$

RENEWALS: (Request and report on sheet C)

Requested on

Renewed to (or period of renewal)

- 1.) Date of preparation of form
 - 2.) Call number of item if known
 - 3.) Address of borrowing library
 - 4.) Identification information of patron requesting item
 - 5.) See #4
 - 6.) See #4
 - 7.) Complete main entry - do not abbreviate
 - 8.) Title, place, date of publication - specify edition (if applicable)
 - 9.) Mark if you want a specific edition only
 - 10.) Verification - Bibliographic and/or location
 - 11.) Place to specify photoduplication request if item is non-circulating
 - 12.) Lending Library address
 - 13.) The legible signature of the librarian or staff member authorized to request loans
- NOTE: Most libraries will not process unsigned requests
- 14.) The space at top can be used for a variety of purposes.
Remarks - use for clarifying information or instructions (refer on, our copy missing.
Internal statistical numbering system or transaction identification

LIBRARY PHOTODUPLICATION ORDER FORM

Date of request: ① 1/9/76

Requester's Order No. ② 76/1-Titus

Supplier's Order No. _____

A

Call No.

③

④ INTER LIBRARY LOANS
OAKLAND UNIVERSITY
KRESGE LIBRARY
ROCHESTER, MI 48063

Author (or Periodical title, vol. and year)

Fold → ⑤ Journal of Applied Psychology, Vol. 37, #4, 1953

Title (with author and pages for periodical articles) (incl. edition, place and date)

⑥ McIntyre, Charles J
Validity of mooney problem checklist
pp. 270-272 inclusive

☐ Any edition

Verified in (or Source of reference)

Request ⑦ Psych Abst 28:6ll #6577
⑧ ☐ microfilm ☒ photoprint ☐ Other Remarks ⑨

⑩

REPORTS:

NOT SENT BECAUSE:

- ☐ Not owned by Library
☐ File is incomplete
☐ In use
☐ Hold Placed
☐ Request again
☐ Publication not yet received
☐ Please verify your reference
☐ Other:
☐ suggest you request of:

Estimated Cost of Microfilm _____

Photoprint _____

Please pay in advance ☐

Please do not pay in advance ☐

Please send cost estimate for

⑪ ☐ microfilm ☐ photoprint

Go ahead with the order if it does not exceed: \$ _____

Special instructions:

⑫

NOTE: This material is requested in accordance with the A. L. A. recommendations concerning the photocopying of copyrighted materials.

ORDER AUTHORIZED BY:

⑬ Elizabeth A. Titus

1. Date of Preparation of form
2. Transaction identification
3. Call number: if known
4. Complete address of borrowing library
5. Name of periodical author or item being requested
6. Complete citation of bibliographic information including pagination

7. Bibliographic and/or location verification
8. Type of photocopy service requested.
9. Remarks - use for special instructions, e.g., last date item is needed, please refer, local copy unavailable
10. Complete address of library you are requesting material from.
11. If you want estimate or limit you are willing to pay for services -- check appropriate area.
12. Special instructions on estimates for photo duplication services, e.g., need copy for performance purposes.
13. An authorized signature is required.

If an item is being sent to you:

Photoduplication Request: Normally you do not receive pre-notification that photoduplication requests are being sent. Copies are sent directly to you. A copy of your request form is attached.

If you are being charged for photoduplication services --

1. Pre-payment may be required.
2. An invoice may accompany item
3. You may be invoiced at a later date.
4. If the article is lengthy (over 50 pages), the lending library may check back to see if you want to authorize charges.

General Request Form:

Generally you are pre-notified that an item has been mailed to you.

A INTERLIBRARY LOAN REQUEST	
According to the A.L.A. Interlibrary Loan Code	
REQUEST	REPORTS: Checked by <u>et</u>
	SENT BY: ☐ Library rate ☒ UPS
	Charges \$ <u>1-9-76</u> Insured for \$ <u>15.00</u>
	Date sent <u>1-9-76</u>
	DUE <u>Two weeks from receipt</u>
Dept.	RESTRICTIONS: ☒ For use in library only
	☒ Copying not permitted ☐
This edition only	NOT SENT BECAUSE:
	☐ Non circulating ☐ In use ☐ Not owned

Information given includes:

How item sent

Amount of insurance

Date sent

Due date

Charges - if any

Restrictions

If an item is not lent to you:

A report will be sent back indicating the reasons why the item is unavailable.

FORM

Supplier's
Order No. _____

A

REPORTS:

NOT SENT BECAUSE:

- ☐ Not owned by Library
☐ File is incomplete
☐ In use
☐ Hold Placed
☐ Request again
☒ Publication not yet received
☐ Please verify your reference
☐ Other:
☐ Suggest you request of:

Estimated Cost of Microfilm _____

Photoprint _____

Please pay in advance ☐

Please do not pay in advance ☐

Please send cost estimate for

☐ microfilm ☐ photoprint

Go ahead with the order if it does
not exceed: \$ _____

Special instructions:

Photoduplication Order Form

B
REPORT

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by _____

SENT BY: ☐ Library rate ☐

Charges \$ _____ Insured for \$ _____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE:

☒ Non circulating

☐ in use
☐ Not owned

Estimated Cost of Microfilm _____

Hard copy _____

BORROWING LIBRARY RECORD:

Date received _____

Date returned _____

By ☐ Library rate ☐

Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: (Request and report on sheet C)

Requested on _____

Renewed to _____
(or period of renewal)

General Form

You then must process the request -- retype a new form and submit the request to
another library or send regrets to your patron.

Returning an item on Interlibrary Loan

1. Pull all forms from your files
 2. Mark date returned on all forms
 3. Material being shipped should:
 - a. Have form c (pink) enclosed in shipment
 - b. Be insured for amount indicated by lending library (if applicable)
 - c. Adhere to packaging requirements of lending library (e.g., do not pack in "jiffy bags".)
 - d. Have a shipping label either supplied by lending library or typed up.
 4. Form D (gold) is mailed separately. This notifies the lending library the item has been shipped.
- All other forms are for your own record keeping system.

T *IF FOR CODES*

Various interlibrary loan codes exist to act as guidelines for institutions participating in interlibrary loan activities at national, regional, and state levels. The American Library Association, Reference Services Division adopted a National Interlibrary Loan Code in 1968. Also a Model Interlibrary Loan Code for Regional, State, Local or other special groups of libraries was developed. Refer to Thompson, S. *Interlibrary Loan Procedure Manual* Chicago, ALA, 1970 for a complete discussion of these documents to familiarize yourself with national codes.

The State of Michigan currently does not have a state ILL code. However, preliminary recommendations from the Michigan Consortium Interlibrary Loan Project Team (1976) encourage the development of a state-wide Interlibrary Loan Code.



IP FOR FORMS

In the following pages you will find samples of various forms used to provide more efficient operations when handling Interlibrary loan transactions. These are included to provide you with ideas and encourage the design of forms to suit your particular library's needs.

Additional information on various types of Interlibrary Loan forms is also discussed in:

*Thomson, Sarah Interlibrary Loan Procedure Manual
Chicago, American Library Association, 1970*

Standardized forms can be used by your library patrons to request materials on interlibrary loan. Forms can be color coded, formatted by type of request, or designed by type of service you are utilizing. It is recommended that your forms conform to the size of the ALA multiple form and a heavy weight paper be used. Your form should include the information required on the ALA form. You can ask your patron to complete as much information as possible and in the verification process supply additional information when necessary to complete the information required to process an ILL request.

BOOK OR THESIS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Transaction No.....

AUTHOR (Full Name).....

Book ☐

Thesis ☐

Master's ☐

Ph.D. ☐

Verification:

TITLE.....

LC.....

PLACE, PUBLISHER, YEAR (If Thesis indicate if Masters or Doctors).....

SUPPT.....

48-52.....

WHERE DID YOU FIND REFERENCE TO THIS BOOK?.....

PAGE.....

NUC.....

KNOWN LOCATIONS, IF ANY.....

Date by which material must be received.....

Name..... Department.....

Address..... Phone (Office):.....

(Home):.....

OU 300-

KRESGE LIBRARY

PERIODICALS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Name of Periodical..... Transaction No.....

Volume..... Number..... Date..... Paging.....

Author of Article.....

Title of Article.....

Exact Source of Reference (Important).....

If location known, indicate.....

Date by which material must be received.....

Name..... Phone..... Department.....

Address.....

If necessary, will pay photocopy charges for periodical articles: Yes.....

No.....

☐ Faculty Grant No.....

☐ Dept. Supply Acct.....

Verification:

OU 270-

KRESGE LIBRARY

MICHIGAN STATE LIBRARY REQUEST

KRESGE LIBRARY OAKLAND UNIVERSITY

Date.....

Transaction No.....

BOOK REQUEST

Author.....

Title.....

Publisher.....

Place.....

Date..... Edition.....

Subject Request.....

PERIODICAL REQUEST

Periodical.....

Vol..... No..... Month..... Yr.....

Author.....

Title.....

Pages.....

GOVERNMENT DOCUMENT REQUEST

Supt. of Docs. Classif. No.....

Monthly Catalog Verification.....

Agency.....

Title.....

Name.....

Address..... (Street)..... (City).....

Phone.....

Student ☐ Faculty ☐ Other ☐

OU-292-4-71

INDIVIDUAL APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date _____

Transaction No. _____

SOFTWARE INFORMATION

TITLE _____

PRODUCER _____

YEAR PRODUCED: _____

FORMAT _____

OVERALL LENGTH: _____

COLOR ☒ BLACK & WHITE ☐

CHECK ACCOMPANYING MEDIA, IF APPLICABLE:

sound _____ reel tape _____ cassette _____

CHECK ACCOMPANYING PRINTED MATERIAL, IF APPLICABLE:

_____ guide _____ workbook _____ other (specify) _____

LISTED IN H.I.B. ON PAGE _____

LOCATION _____

Date by which material must be received _____

Name _____

Address _____

Department _____

Phone (Office): _____

(Home): _____

UNIVERSITY LIBRARY

OAKLAND COUNTY REFERENCE HOTLINE REQUEST

LIBRARY _____ DATE and TIME _____

Requesting Librarian:

REQUEST:

SAMPLE PHONE REQUEST FORM

Request Filled _____

Copies or Loan _____ Postage _____

List sources consulted on back

THESE MARKERS ARE USED IN BOOK MATERIALS BORROWED FROM ANOTHER LIBRARY, AND IT SUPPLIES YOUR USER WITH A DUE DATE TO RETURN ITEMS -- GIVES RENEWAL INFORMATION

Date due

ROOM USE ONLY

Inter-Library Loan

(Do not remove this card from book)

Borrower's name _____

SPECIAL RESTRICTIONS:

Renewal request should be made at least 4 days before due date.

Photocopying of any part of this book may be done *only* with permission of loaning library.

Loans are not transferable from one person to another; neither are they for class use.

Loaning library _____

This book should be *returned* personally
- *Not in Campus Mail* - on or before due date.

Please observe any special restrictions which have been placed by the lending library, and return this book to the Inter-Library Loan Desk on or before the date due, indicated above.

OAKLAND UNIVERSITY
LIBRARY
ROCHESTER, MICHIGAN

Borrower's signature: _____

This book has been lent to the Kresge Library as an inter-library loan courtesy. We are under obligation to handle it with care.

Date due

OAKLAND UNIVERSITY
LIBRARY
ROCHESTER, MICHIGAN
Inter-Library Loan

(Do not remove this card from book)

Borrower's name _____

SPECIAL RESTRICTIONS:

Renewal request should be made at least 4 days before due date.

Photocopying of any part of this book may be done *only* with permission of loaning library.

Loans are not transferable from one person to another; neither are they for class use.

Loaning library _____

This book should be *returned* personally
- *Not in Campus Mail* - on or before due date.

Please observe any special restrictions which have been placed by the lending library, and return this book to the Inter-Library Loan Desk on or before the date due, indicated above.

Borrower's signature: _____

This book has been lent to the Kresge Library as an inter-library loan courtesy. We are under obligation to handle it with care.

ALWAYS ADEQUATELY ADVERTISE YOUR LIBRARY INTERLIBRARY LOAN SERVICES
TO YOUR PUBLIC.

THIS FORM IS ATTACHED TO ALL PHOTODUPLICATION REQUESTS

From: Interlibrary Loans
Kresge Library
Oakland University
Rochester, Michigan 48063

As per your request for materials on Interlibrary
Loans - See the Attached

STATUS REPORT FORM: FOLDED IN HALF IT CAN BE MAILED IN A WINDOW ENVELOPE.

From: Interlibrary Loans
Kresge Library
Oakland University
Rochester, Michigan 48063

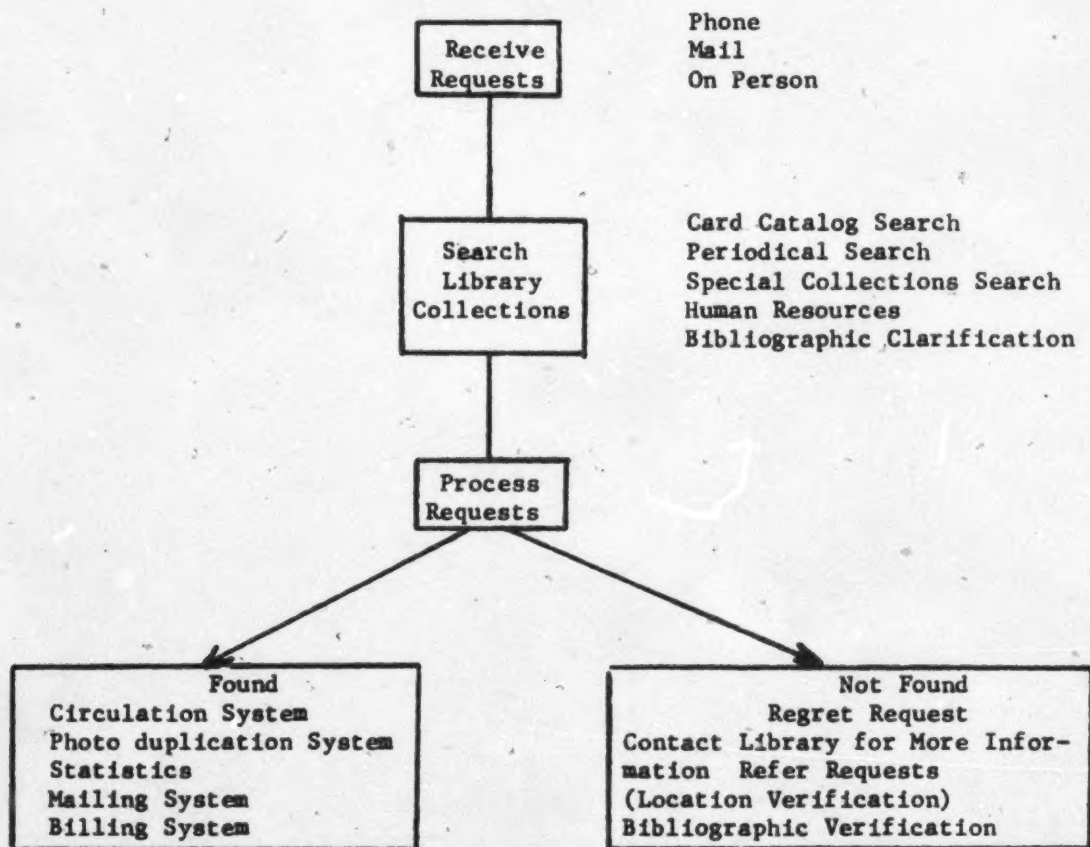
Regarding your request for:

- () The item has arrived for your use and may be picked up at the Circulation Desk.
- () The interlibrary loan item is overdue. Please return the material immediately.
- () We regret that the item is unavailable on interlibrary loans because:
 - () The item cannot be supplied unless you are willing to authorize the following photocopy charges: minimum of \$2.00 per item/15¢ per page. Please contact the Interlibrary Loans office by mail or phone 377-2473 and the request will be processed upon authorization.
 - () Other:

L IS FOR LENDING

THE LENDING PROCESS

The library is in the role of being willing to share its resources with other library units. Libraries lending to Libraries:



It is suggested that all libraries who are willing to lend materials on interlibrary loans have a written interlibrary loan policy statement. (Refer to the section on P is for policy statement.)

When loaning items on interlibrary loan requests:

General Form:

When the request is received you should:

1. Receive the first three parts of a four part form:
Part A White
B Yellow
C Pink
2. Receive a self-addressed mailing label.

After you have searched and found the material requested:

General Request Form:

1. Fill in relevant information under Reports and Restrictions.
2. Maintain Part A (white) form for internal records.
3. Mail Part B (yellow) form to borrowing library as prenotification item is being sent.
4. Enclose Part C (pink) form with item to be mailed and a self-addressed mailing label.

Photoduplication Form:

1. Maintain Part A (blue) form for internal records.
2. Part B (green) is attached to item to be mailed out.
3. If billing for photoduplication services:
 - A. Note charges due on forms.
 - B. Include separate invoice in shipment or,
 - C. Note on form that a separate invoice will follow.

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charges \$ _____ Insured for \$ _____

Date sent _____

DUE _____

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

REPORTS:

NOT SENT BECAUSE:

☐ Not owned by Library

☐ File is incomplete

☐ In use

☐ Hold Placed

☐ Request again

☐ Publication not yet received

☐ Please verify your reference

☐ Other:

☐ Suggest you request of:

Estimated Cost of Microfilm _____

Photoprint _____

Please pay in advance ☐

Please do not pay in advance ☐

Phone Requests:

If you accept requests by phone, it is suggested the lending library require the borrowing library to send the ALA forms as a confirmation of the transaction. The request can be processed rapidly and the paperwork follow later.

If you cannot fill the request:

1. Fill in the Not Sent Because section of the forms.

NOT SENT BECAUSE:

☐ Non circulating

☐ In use
☐ Not owned

Estimated Cost of: Microfilm _____

Hard copy _____

Examples of reasons an item is not sent:

In print - Available for
Purchase - Reference Book -
Oversized - Too brittle to
send in mail - On high
demand locally - On reserve.

2. Keep Part A for your internal record keeping system. Return remaining forms to borrowing library.

OR

If forms state Refer on...do location verification and forward request to another library.

N

IS FOR NEWSPAPERS

Frequently there are ILL requests for newspapers - either specific pages or entire issues. It is very rare that a library will lend the actual newspaper, but photoduplication services can be provided or microfilm reels will be lent.

1. Use the photoduplication request form if you want specific pages to be copied.
2. Use a general ALA multiple form for microfilm reel requests. As a rule of thumb, six reels at one time will be lent.

Clearly write on form

Will you please lend microfilm reels for dates wanted.
AND

Also after the name of the newspaper in brackets
identify the item as being a newspaper.

Mich Doc.
EG 326.13: Michigan Newspapers on Microfilm.
17N558-973 Current edition.
-974
and Suppl.

Newspapers received currently in the Library of Congress.
4th ed. 1974. 45 p. [Z6945.U5N42 1974] Card 74-648434.
SuDocs (LC 6.7:974) (S/N 3005-00006) 95 cents.

Ref.
Z United States. Library of Congress. Catalog Publication Division.
6945 Newspapers in Microform: Foreign Countries. 1948-1972.
U515 Washington, Library of Congress, 1973.
1973

United States. Library of Congress. Catalog Publication Division.
Newspapers in Microform: United States 1948-1972 and
Supplement.

Ref.
Z United States. Library of Congress. Union Catalog Division.
6946 Newspapers on microfilm. Washington, Library of Congress,
N48 1967, Sixth ed.

Date of request:
Call-No.

--

For use of

Status

Dept.

Author (or periodical title, vol. and year)

Chicago Tribune (Newspaper)

Title (with author & pages for periodical articles) (Incl. edition, place & date)

☐ This edition only

Will you please lend Microfilm reels for
November 1892 - December 1896

Verified in (or source of reference)

Newspapers in Microform: United States 1948-1972

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed \$

--

Note: The receiving library
assumes responsibility for
notification of non-receipt.

AUTHORIZED BY:
FULL NAME

Title

A
REQUEST

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by

SENT BY: ☐ Library rate ☐

Charges \$ Insured for \$

Date sent

DUE

RESTRICTIONS: ☐ For use in library only

☐ Copying not permitted ☐

NOT SENT BECAUSE:

☐ Non circulating

☐ In use

☐ Not owned

Estimated Cost of: Microfilm

Hard copy

BORROWING LIBRARY RECORD:

Date received

Date returned

By ☐ Library rate ☐

Postage enclosed \$ Insured for \$

RENEWALS: (Request and report on sheet C)

Requested on

Renewed to
(or period of renewal)



IS FOR O.C.L.C.

Computerized on line data bases such as those offered by the OCLC system provide interlibrary loan specialists with a verification tool having both bibliographic and location verification capabilities. Utilization of such a system requires current awareness and training in the search capabilities of the data base - a continuously fluid and changing process.

Currently, libraries in the state of Michigan under the auspices of the Michigan Library Consortium are in various stages of obtaining OCLC terminals, training, and restructuring internal library procedures to best utilize the OCLC data base.

Future plans of the OCLC headquarters are the development of new subsystems, including an interlibrary loan subsystem. However, even with the current system interlibrary loan services are being enhanced.

Locally, libraries in the state can find out what each other owns prior to initiating a request. Oakland University will know if Eastern, Wayne, Univ. of Michigan, Michigan State University etc. owns a book, before asking them to loan it. Unsuccessful attempts are costly and take time that is valuable to the person wanting the request.

By having a large number of participants the volume of interlibrary loan activity can be dispersed over a wider area. The burdens of interlibrary loan activity can be shared.

WORKSHEET

AUTHOR

(name)

-----Title

4 , 4

or

4

(when author unknown)

4 , 3

3 , 4

3 , 3

TITLE

In title search 3 commas have to be used

3,2,2,1

3,2,1,1

3,1,2,1

3,1,1,1

AUTHOR

4,3,1

4,2,1

4,1,1

4,3

4,2

4,1



IF FOR POLICY

BIBLIOGRAPHY:

- Ref.
Z Thomson, Sarah Katharine, 1938-
713.5 Interlibrary loan policies directory.
.U6 Chicago, American Library Association, 1975.
T5 486p. 23cm.

*Directory of interlibrary loan policies
and photocopy services in Canadian
libraries.*

Canadian Library Association, 1973
Lib. Lit. 1973 December p.70
88p.

ILL POLICY GUIDELINES:

Before lending items on interlibrary loans decide or identify what your library policies for interlibrary loan services will be.

- 1.) *What items will you allow to circulate*
- 2.) *How long a loan period will you allow*
- 3.) *What photoduplication services can you provide for interlibrary loan services*
- 4.) *Do you charge for interlibrary loan services?*
- 5.) *If so, what are the charges? BE SPECIFIC eg. postage only, photocopy services, service charges, etc.*

A standardized policy statement form that many libraries utilize to exchange information concerning their policies is given in the following pages for your use. ILL policies are constantly changing.....attempt to keep abreast of policy statements of those library units you use frequently. Notify those units who utilize your collections of changes in your own policy statements.

NUC Code: _____

Name of Library: _____

Do you wish to be
listed as a lending
library? _____

Send requests to:

Interlibrary Loans
Kresge Library
Oakland University
Rochester, Michigan 48063

Will Lend to:

No restrictions

Will Lend:

Loan Period:

Comment:

Monographs _____
Serials _____
Dissertations _____
Master Thesis _____

Photocopy Service:

Billing Policy:

Types _____

Invoiced with material _____

Invoiced monthly _____

Free * _____

Invoiced on ILL form _____

No chg. up to _____ exposures
Charge per exposure _____

Advance payment _____

Deposit account _____

Handling Charge _____

Minimum Charge _____

Automatic xerox of articles
less than _____ pages

Postage:

Do charge _____

Do not charge _____

*Free photocopy policy
applies to various
individual cooperation
arrangements and for all
copy ten pages or less.

Microfilming:

Service available _____

Charge per frame _____

Handling charge _____

Minimum charge _____

Requests accepted:

ALA interlibrary loan form _____

Letter _____

Telephone _____

Other (Specify) _____

Serials lists available:

Current subscriptions _____

Holding list _____

Holdings listed in what union list?

Photocopy address:

Dissertations:

Microfilm available from
Univ. of Microfilm since

Your library _____

Time required to fill loan
after receipt of requests:

_____ days

Library holdings:

Number of current subscriptions

Monograph titles added per year

Number of items you lent last
year _____

Interlibrary loans suspended
during Christmas from _____

to _____ /

R IF FOR RENEWALS

The average lending time for interlibrary loan materials is two weeks from the date of receipt by the requesting library unit. However, length of lending time varies with each institution and with the type of material being lent.

Renewal policies also vary - from non-renewable to liberal renewal policies.

When your patron asks if the item is renewable:

1) Check your records to see if the item is eligible for renewal. Helpful Hint: In contacting patrons that the item is in, notify them at that point item cannot be renewed - and suggest they pick up and use the material quickly. Tell them the due date by which ILL materials must be returned.

2) Mail Renewals - Use the pink (PART C) form to request a renewal by mail. There is a section on this part of the form for renewal of materials.

Date of request _____
Call No. _____

INTER LIBRARY LOANS
OAKLAND UNIVERSITY
KRESGE LIBRARY
ROCHESTER, MI 48063

C
INTERIM
REPORT

INTERLIBRARY LOAN REQUEST

According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by _____
 SENT BY: ☐ Library rate ☐
 Charges \$ _____ Insured for \$ _____
 Date sent _____
 DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use
☐ Non circulating ☐ Not owned

Estimated Cost of: Microfilm _____

Hard copy _____

BORROWING LIBRARY RECORD:

Date received _____
 Date returned _____
 By ☐ Library rate ☐
 Postage enclosed \$ _____ Insured for \$ _____

RENEWALS: (Request and report on sheet C)

Requested on A
 Renewed to B
 (or period of renewal) _____

For use of _____ Status _____ Dept. _____
 Author (or periodical title, vol. and year) _____
 Title (with author & pages for periodical articles) (incl. edition, place & date) _____ ☐ This edition only

Verified in (or source of reference) _____

If non-circulating, please supply ☐ Microfilm ☐ Hard copy if cost does not exceed \$ _____

Note: The receiving library assumes responsibility for notification of non-receipt.

AUTHORIZED BY: _____

FULL NAME

Title _____

- Fill in the date renewal is being requested. Mail request to lending library.
- The lending library will mail back the pink renewal request form to you after writing in new due date.
- PHONE RENEWALS:** Some lending libraries will accept requests for renewal by phone. Use the same pink form to record what you (phone) Requested on _____ and the new renewal date given to you.

T *IS FOR THESE*

DOCTORAL THESES AND MASTER'S THESES

DISSERTATIONS - AMERICAN

University Microfilms (Ann Arbor, Michigan) and academic institutions across the United States participate in a cooperative program to make dissertations readily available for research needs.

Participating universities have submitted copies of their dissertations to University Microfilms, a subsidiary of Xerox Corporation, for reproduction purposes. Abstracts of these dissertations are published monthly in the DISSERTATION ABSTRACTS series. Any item that is listed in the abstracts can be ordered DIRECTLY FROM THE COMPANY.

- Order forms for dissertations from University Microfilms are available upon request
- Currently, fixed charges for all dissertations, regardless of length, are as follows:

Xerox	11.00 or 13.00 (Hardcover)
Micro-	
film	5.00

In some cases original copies of dissertations may be obtained on Interlibrary Loan. HOWEVER, OBTAINING MATERIAL OF THIS NATURE IS DEPENDENT UPON THE WILLINGNESS OF THE LENDING INSTITUTION TO PARTICIPATE...

- Generally, participants in the University Microfilms program WILL NOT LEND copies of dissertations since reproductions are available for purchase.
- Dissertations may not be available on loan because of size, rarity, condition, restrictions placed by author.
Also, dissertations may be difficult to locate or may have conditions of use placed upon them, such as "in-library use only" or "no copying".

DISSERTATIONS - FOREIGN

The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois - 60637

The Center collects doctoral dissertations and masters theses outside of the United States. Members should initially query the Center for Research Libraries for these types of requests. Non members are sometimes also assisted by the center, but given a lower service priority. Other alternatives include requesting this type of material from the Library of Congress or sending a request directly to the University where the dissertation was written.

MASTER'S THESES

Master's theses tend to be more difficult to locate and obtain than doctoral dissertations. Contact the interlibrary loan department of the institution where the M.A. thesis was written for assistance. Sometimes better results can be obtained by contacting the department or school in which the thesis was approved.

University Microfilms also publishes

REF. Masters Abstracts; abstracts of selected
A S master's theses on microfilm
3 0
M 3

which is modeled after its Dissertation Abstract. series, however the number of participating institutions is very limited.

Xerox University Microfilms

P.O. Box 1746 - Dissertation Orders
300 North Zeeb Road
Ann Arbor, Michigan 48106

DISSERTATION AND THESIS PREPAID ORDER

XEROX

Date _____

Name	①  THIS IS A MAILING LABEL (Please print neatly or type)	NOTE: Please use a separate sheet of paper for any inquiry not directly connected with this order. This will speed our handling of both your order and your inquiry. Orders that cannot be processed in 21 days will be cancelled and payment refunded.
Address		
City		
State Zip Code		

TO ASSURE OPTIMUM TURNAROUND TIME, PLEASE READ INSTRUCTIONS BELOW BEFORE COMPLETING YOUR ORDER

② Qty.	③ Dissertation or Thesis Order Number	④ Author's Last and First Name	⑤ First 3 to 5 words of Title	⑥ Format (RECORD PRICE IN APPROPRIATE COLUMN)			Total Price
				35MM Microfilm \$5.00	Xerographic Soft Cover \$11.00	Xerographic Hard Cover \$13.50	

Steps for completing this order form

- Complete the mailing label in the upper left corner.
- Indicate the quantity for each item ordered.
- Use the order number, which can be obtained from DISSERTATION ABSTRACTS INTERNATIONAL, the COMPREHENSIVE DISSERTATION INDEX, or a DARTRIX II listing; or from MASTERS ABSTRACTS.
- Give author and title as requested.
- Indicate the format you prefer by recording the price in the appropriate column.
- Add state tax where applicable.
- Payment must accompany all orders from individuals.

Sub Total	
Sales Tax _____% ⑦	
Amount Enclosed ⑧	

DI-3103-MS Printed in U.S.A.

U I FOR UNION LIST

Numerous union lists are available to aid you in your location verification efforts.

The following list is selective...concentrating on identifying locations of periodical resources in our State. It is a basic list for you to add on or expand, and develop to meet the inter-library loan needs of your specific library.

Ref. Bell, Sarah
Z Union List of Holdings of Jewish Periodicals in selected
6944 religious, educational, and public libraries in Wayne
J4 and Oakland Counties in the State of Michigan as of June,
B4 1969 by Sarah Bell, Southfield, Mich. Midrasha - College
of Jewish Studies, 1970

Ref. Michigan. State Library, Lansing.
Z Current Periodicals - 1966 - ; a union list.
6945 Lansing, Michigan, State Library
.M56 v. 30 cm.

Michigan. State Library, Lansing
Noncurrent periodicals
Latest Catalog

Ref. Michigan State University, East Lansing.
Z Serials Holdings List
6945 2nd. ed. East Lansing, 1973
.M53
1973

Ref. Michigan. Technical University,
Z Houghton Library
6945 Serials Holding List 1st 1964 -
.M54

Ref. Michigan. University Library
Z Union List of the Scientific and Technical Serials
7403 in the University of Michigan Library - 10th ed. 1975
M585 Michigan University Library, Ann Arbor
1975 The Ann Arbor Library, 1975

Ref. Michigan. Western Michigan University,
 Z Kalamazoo. Libraries.
 6945 Western Michigan University Libraries periodical
 .W4 holdings. Kalamazoo 1969.
 1969 475p. 23 x 35 cm.
 Serial Holdings 1975

Ref. Oakland Community College, Union Lake, Mich.
 Z Union List of Serials in the Oakland Community
 6945 College Libraries, compiled by Rene D. Amaya
 .02 Union Lake, 1971 73p. 28cm.
 1971

Ref. Titus, Elizabeth Ann, 1945 - , ed.
 Z Oakland County Union List of Serials.
 6945 Edited by Elizabeth A. Titus and Constance
 .03 Kelmenson. n.p., 1975.
 283p. 30cm.

Interlibrary Loan Office,
 Wayne State University, Detroit.
 Libraries. Union List of Serials in the Wayne
 State University libraries, incorporating the
 Selected list of biomedical serials in Metropolitan
 Detroit.
 (DAULS)
 On Microfiche Quarterly

Out of State Resources

Ref. New serial titles; a union list of serials commencing
 Z publication after December 31, 1949. Jan. 1953-
 6945 Washington Library of Congress v. 30 cm.
 .U5 Monthly, with annual cumulations which are self-
 S42 cumulative through periods of five or ten years.
 Issues for 1955 called 1st ser.; 1956-60,
 2d. ser.; 1961 - 3d. ser.

Tech. Periodicals - Bibliography - Union Lists
 Serv. Union List of Serials in libraries of the United States
 Z and Canada, edited by Edna Brown Titus. 3d ed. New York,
 6945 H. W. Wilson Co., 1965 i.e. 1968
 .U45 5v. (4649p.) 36 cm.
 1968 Under the sponsorship of the Joint Committee on the
 Union List of Serials with the cooperation of the
 Library of Congress.
 Coverage after Jan. 1, 1950, continued by New Serial
 Titles, issued monthly by the Library of Congress.
 "Second printing"

U *IS FOR VERIFICATION*

Why Require Verification?

The more accurate and complete the information supplied to the lending library regarding a request means time is saved. Incorrect information, incomplete information, inadequate or unclear information all delay processing of the request and the ability of the lending library to respond quickly to requests.

Types of Verification

It is possible to provide two types of verification- Bibliographic and/or location verification:

Bibliographic Verification consists of supplying the lending library with as complete and accurate bibliographic information regarding a request as possible from recognized bibliographic sources.

Location Verification consists of identifying if an item is owned by a library before initiating the request.

Ideally for all requests both types of verification would be given. Realistically, attempts are made when at all possible to provide as much verification as is possible. Such tools as the LC NUC Catalogs or the OCLC data base provide ILL verification searchers with both bibliographic and location information at the same time.

Tools such as periodical union lists supply searchers with location information only. However, there is an ever increasing awareness that there is a lack of sufficient bibliographic access tools. Knowing what resources libraries have improves interlibrary loan operations. Time is saved and costs are cut when unfilled requests are lessened.

Generally lending institutions recognize the existence of limited and varied verification capabilities among libraries at local levels. There is a current tendency to be less rigid... however items that have been verified are more accurate and get processed faster.

If you cannot verify a request alternatives include:

- I. Identify the source of the patron's reference
- II. Simply state on form, "Regrets, unable to verify, can you supply with information given."
- III. Ask assistance in verifying from nearby libraries, system headquarters, special services (Oakland County Reference Hotline).
- IV. Contact patron to see if more complete information can be supplied.

EXERCISE ON STANDARD SOURCES OF VERIFICATION

STANDARD SOURCES OF VERIFICATION

General ☐ LC ☐ NUC ☐ Register ☐ NUC Pre '56 ☐ NRMM ☐ NAL ☐ NLM ☐ CRL-M ☐ BM ☐ BN ☐ CCBI	☐ Shoemaker ☐ Cooper ☐ Roorbach ☐ Kelly ☐ AmC ☐ PW ☐ PTLA ☐ BIP ☐ CBI ☐ USC ☐ ABPR ☐ NA*	France ☐ BM-Fr ☐ FrL ☐ Bib Fr ☐ Lit Fr ☐ Lorenz ☐ Lib Fr ☐ LA ☐ Biblio	☐ Brink ANB ☐ Brink CBT ☐ Brink CCB ☐ BN Bel ☐ F Bel Italy ☐ BM-I ☐ Pagliani ☐ CUBI ☐ BNI	Russia ☐ CUC ☐ NYP ☐ KL ☐ EK ☐ KL-DV	Newsp ☐ CRL-N ☐ Brigham ☐ AN ☐ Ayer ☐ NOM ☐ RUBN ☐ LAN	Conf Pro ☐ PIP ☐ IDok/SEMT ☐ IDok/SSH
USA ☐ Sabin ☐ Evans ☐ Bristol ☐ Shipton ☐ AAS ☐ Blanck ☐ Shaw	Britain ☐ Pollard ☐ Wing ☐ Lond C ☐ Eng C ☐ BBIP ☐ Whit ☐ BNB	Germany ☐ BM-G ☐ ABL ☐ Kayser ☐ DBV ☐ DNB ☐ DB	Hispanic ☐ BM-H ☐ HSA ☐ Palau ☐ BEH ☐ BH ☐ AEHA ☐ BE ☐ DBP ☐ BBP	Serials ☐ ULS ☐ CRL-S ☐ BUCOP ☐ WLSP ☐ CCP ☐ SFG ☐ HCSS ☐ GAZS ☐ GAZ ☐ NST ☐ Ulrich ☐ ISA ☐ CASSI	Disser ☐ LC-ADD ☐ DAI ☐ DDAU ☐ ADD ☐ MA ☐ Astib ☐ CTD ☐ JVDHS ☐ KKDD ☐ IG* ☐ CRL*	US Govt ☐ Poore ☐ CIP ☐ CPD ☐ MC ☐ LRDL*
						Res/Trans ☐ GRA ☐ GRI ☐ Trans ☐ NTIS* ☐ JPRS*

*Not a source of verification but a source of material.

Above is a listing of Standard Sources of Verification used by the Library of Congress.

-- How many of these sources can you recognize?

-- How many does your library own?

If your library owns very few of these standard sources of verification your ability to provide bibliographic verification and/or location verification is limited.

LOCATION VERIFICATION - SYMBOLS

BIBLIOGRAPHY:

Symbols of American Libraries; 10th ed. of Symbols Used in the National Union Catalog of the Library of Congress. 1969. 71 p. (Z881.U49U6, 10th) Card 33-13797. C \$1. 11th ed. in press.

Ohio College Library Center. OCLC Participating Institutions Arranged by OCLC Symbol. February, 1976.

Location Symbols vary from tool to tool. Symbols listings appear either in the location verification tool itself or are published separately.

Examples: Oakland University holdings are known under four different symbol systems:

MIRCO-S	Detroit Area Union List of Serials
OU	Oakland County Union List of Serials
Mi Roch	LC-NUC Union Catalogs
EVR	OCLC Data Base

It is suggested that the ILL verification searcher obtain copies of the frequently used symbols lists. As there is currently no uniformity in assigning symbols to identify an institution from tool to tool, confusion as to which symbol system you are working in arises.

sample symbols list

MLC-OCLC LIBRARIES* ARRANGED BY SYMBOL FOR MICHIGAN

EEA	Adrian College
EEJ	Jackson County
EEL	Lansing Community College
EEM	Michigan State University
EES	Spring Arbor College
EEX	State Library
EXA	Albion College
EXC	Calvin College
EXG	Grand Valley State Colleges
EXH	Hope College
EXK	Kalamazoo College
EXN	Andrews University
EXO	Olivet College
EYC	Michigan Library Consortium
EYE	Eastern Michigan University
EYM	University of Michigan
EYR	Oakland University
EYW	Wayne State University
EZA	Alma College
EZC	Central Michigan University

Symbols beginning with "EE", "EX", "EY", and "EZ" are reserved for Michigan libraries. "EE" indicates libraries roughly in the center of the state. "EY" indicates the eastern part of the state. "EX" indicates the western part of the state. "EZ" indicates the northern part of the state.

* MLC libraries expected to join OCLC during 1975/76.

L C N U C LOCATION OR BIBLIOGRAPHIC VERIFICATION SEARCH

The Library of Congress provides a bibliographic information service through its Union Catalog Reference Unit.

Rather than summarize the process for submitting requests to the Library of Congress the following commentary has been excerpted from the brochure.

Recommended you
obtain from -

The National Union Catalog
Reference and Related Services
General Reference and Bibliography Div.
Reference Department
Library of Congress
Washington, D. C. 1973

Article - REQUESTS SUBMITTED ON PRINTED FORMS

Institutions seeking information are asked to use form LC 74-68 (rev 11/72), as supplied by the Library of Congress or locally reproduced, listing only one title on each form. Inquirers must now indicate, on the reverse, in which sources an item was searched before being forwarded to the Library. Use of the single-entry form facilitates separate searches, routing of some requests to other units of the Library, and more efficient organization of the work. It also allows LC to forward replies more rapidly through the use of window envelopes.

Upon request the Union Catalog Reference Unit will provide libraries with a supply of "Request for Locations of Title" forms in pads of 100, free of charge. At least a three months' supply according to the needs of your institution should be requested at a time. A mailing label should be enclosed with each such request.

Locally reproduced forms must include all items appearing on both sides of LC 74-68 (rev 11/72). A sample form is shown on pages 9 and 10.

INTERLIBRARY LOAN FORMS MAY NO LONGER BE USED FOR REQUESTING INFORMATION FROM THE NATIONAL UNION CATALOG, SINCE THEY DO NOT PROVIDE SPACE IN WHICH TO RECORD THE PROGRESS OF THE SEARCH AND HAVE LITTLE ROOM FOR NOTING RESULTS.

INSTRUCTIONS FOR SUBMITTING REQUESTS ON PRINTED FORMS

1. Before submitting inquiries on the printed forms, please read carefully the instructions for requests sent by TWX. Note especially the instructions for serials, newspapers, and oriental and Slavic materials. The information required for TWX requests should likewise be supplied when requests are submitted on printed forms.
2. Prepare request forms in triplicate, sending two copies to the Library of Congress, Union Catalog Reference Unit, Washington, D. C. 20540. The third copy should be retained for the inquirer's records.
3. If a specific edition of a monograph is required, mark the box labeled "this edition only." Otherwise, mark the box labeled "other editions OK."
4. If only part of a multivolume set (monograph or series) is required, designate the specific volume(s) wanted in the "only vol(s) needed" box.
5. Mark the appropriate box at the bottom of the form.

COMPLETING THE REVERSE OF THE PRINTED FORM

Mark "0" in the box pertaining to each source of verification that was searched without success. If a source suitable for a particular request is not available, place "NA" (not available) in the appropriate box.

Requests that have not been searched in locally available basic reference sources or which bear no indication of a search will be returned unprocessed.

REPLIES

Positive replies to requests for locations of library materials will usually be in the form of the symbol(s) of the institution(s) reporting to the NUC ownership of the item(s) in question. Lists of these symbols and the libraries they represent are regularly published in issues of the National Union Catalog and New Serial Titles. This information is also available in the separately published Symbols of American Libraries, formerly entitled Symbols Used in the National Union Catalog of the Library of Congress. The 10th edition (1969.71p.) is sold for \$1 postpaid by the Card Division, Library of Congress, Building No. 159, Navy Yard Annex, Washington, D. C. 20541. The cost may be charged against the accounts of subscribers to the card service; others must pay in

advance by check or money order payable to the "Chief, Card Division, Library of Congress." Payment from foreign countries may be made with UNESCO coupons.

Two weeks, or 10 work days, is the time usually necessary to process an inquiry. If no answer is received within 5 weeks, please resubmit the original request giving the date on which it was first submitted.

REQUEST FOR LOCATIONS OF TITLE
(Submit in Duplicate)

LC 74-88 (rev 3/73)

AUTHOR				For LC Use Only ☐ NUC pre '56 (bks.) ☐ NUC pre '56 (ods.) ☐ NUC pre '56 supp. 1 ☐ NUC pre '56 supp. 2 ☐ NUC 52-55 ☐ NUC 56+ (MAA) ☐ NUC 58-62 (bks.) ☐ Reg. of Add. Locs. ☐ LC Main Cat. ☐ Series File (NYA) ☐ Shared Cat. ☐ Proc. Info. ☐ BM 1 ☐ BM 2 ☐ BN		☐ Kayser ☐ DBV ☐ Cyrillic ☐ Slavic ☐ ULS (bks.) ☐ ULS supp. (ods.) ☐ NST (bks.) ☐ NST cont. file ☐ Serial Rec. ☐ NOM (bk.) ☐ NOM cont. file ☐ Music ☐ African	
TITLE							
SERIES (		PUBLISHER		DATE		PAGES	
PLACE		Other Editions OK		Only Vol(s) Needed			
EDITION		Other Editions OK		Only Vol(s) Needed			
VERIFICATION OR SOURCE REFERENCE						REPORT: ☐ NOT LOCATED ☐ LOCATIONS ☐ SEE ATTACHED ☐ OTHER INFORMATION	
From:							

Requester: Please check one of the following as appropriate

- | | | | | | |
|--|---|--|---|--|--|
| ☐ Pre-56 Mono.
(Western Lang.) | ☐ Post-55 Mono.
(Western Lang.) | ☐ Serial
(Western Lang.) | ☐ Newspaper
(Western Lang.) | ☐ Cyrillic
(All Mats.) | ☐ Orientalia
(All Mats.) |
|--|---|--|---|--|--|

STANDARD SOURCES OF VERIFICATION

General	Shoemaker	France	Brink ANB	Russia	Newsps	Conf Pro
☐ LC	☐ Cooper	☐ BM-Fr	☐ Brink CBT	☐ CUC	☐ CRL-N	☐ PIP
☐ NUC	☐ Roorbach	☐ FrL	☐ Brink CCB	☐ NYP	☐ Brigham	☐ IDok/SEMT
☐ Register	☐ Kelly	☐ Bib Fr	☐ BN Bel	☐ KL	☐ AN	☐ IDok/SSH
☐ NUC Pre '56	☐ AmC	☐ Lit Fr	☐ B Bel	☐ EK	☐ Ayer	
☐ NRMM	☐ PW	☐ Lorenz		☐ KL-DV	☐ NOM	US Govt
☐ NAL	☐ PTLA	☐ Lib Fr	Italy		☐ RUBN	☐ Poore
☐ NLM	☐ BIP	☐ LA	☐ BM-I	Serials	☐ LAN	☐ CIP
☐ CRL-M	☐ CBI	☐ Biblio	☐ Pagliaini	☐ ULS		☐ CPD
☐ BM	☐ USC		☐ CUBI	☐ CRL-S	Disser	☐ MC
☐ BN	☐ ABPR	Germany	☐ BNI	☐ BUCOP	☐ LC-ADD	☐ LRDL*
☐ CCBI	☐ NA*	☐ BM-G	Hispanic	☐ WLSP	☐ DAI	
		☐ ABL	☐ BM-H	☐ CCP	☐ DDAU	Res/Trans
USA	Britain	☐ Kayser	☐ HSA	☐ SFG	☐ ADD	☐ GRA
☐ Sabin	☐ Pollard	☐ DBV	☐ Palau	☐ HCSS	☐ MA	☐ GRI
☐ Evans	☐ Wing	☐ DNB	☐ BEH	☐ GAZS	☐ Astib	☐ Trans
☐ Bristol	☐ Lond C	☐ DB	☐ BH	☐ GAZ	☐ CTD	☐ NTIS*
☐ Shipton	☐ Eng C		☐ AEHA	☐ NST	☐ JVDHS	☐ JPRS*
☐ AAS	☐ BBIP	Low Counts	☐ BE	☐ Ulrich	☐ KKDE	
☐ Blanck	☐ Whit	☐ BM-NB	☐ DBP	☐ ISA	☐ IG*	
☐ Shaw	☐ BNB	☐ NRB	☐ BBP	☐ CASSI	☐ CRL*	

*Not a source of verification but a source of material.

To

Library of Congress
Union Catalog Reference Unit
Washington, D.C. 20540

Brochure Source: The National Union Catalog, Reference and Related Services, General Reference and Bibliography Division, Reference Department, Library of Congress, Washington, 1973.

III. STANDARD SOURCES OF VERIFICATION

The following is a list of published sources of bibliographical information most frequently consulted by the UCRU staff. It is by no means all inclusive but seeks to cover most of the materials handled by the UCRU. It consists of union catalogs and lists, library and publishers catalogs, bibliographies, directories, and other appropriate sources. The heading for each section of the list indicates the type of material it covers. Within some sections the entries are arranged roughly by date of the material covered.

When available locally these sources should be consulted to verify bibliographically a needed item if the source does not give locations.

Also included are six sources of materials (as opposed to sources of references) which should be consulted as appropriate. These sources are American institutions granting graduate degrees, when dissertations and theses are needed; the National Archives; local and regional depository libraries, for government publications marked in the *Monthly Catalog* as depository items; the National Technical Information Service; and the Joint Publications Research Service. As explained in section V below, these institutions should be consulted directly to determine if the material needed is available from them. This should be done before submitting a request for the item to the UCRU.

General Library Catalogs

LIBRARY OF CONGRESS:

1. LC

A catalog of books . . . through July 1942. 167 v.
Supplement . . . Aug. 1, 1942—Dec. 31, 1947. 42 v.

Author catalog, 1948-52. 24 v.

2. NUC

National union catalog:

1953-57. 28 v.

1958-62. 54 v.

1963-67. 72 v.

1968+

3. Register

Register of additional locations. June 1965+

4. NUC Pre '56

National union catalog, pre-1956 imprints. 1968+

5. NRMM

National register of microform masters. Sept. 1965+

NATIONAL AGRICULTURAL LIBRARY:

6. NAL

Dictionary catalog, 1862-1965. 73 v.
Catalog. 1966+

NATIONAL LIBRARY OF MEDICINE:

7. NLM

Catalog:

Apr./Dec. 1948. 1 v.

1949. 1 v.

1950-54. 6 v.

1955-59. 6 v.

1960-65. 6 v.

Current catalog:

1965-70. 7 v.

1971+

CENTER FOR RESEARCH LIBRARIES:

8. CRL-M

Catalogue: monographs [through Jan. 1969]
5 v.

BRITISH MUSEUM:

9. BM

General catalogue of printed books . . . to 1955.
263 v.
Ten-year supplement, 1956-65. 50 v.
Additions, 1963 +

BIBLIOTHÈQUE NATIONALE:

10. BN

Catalogue général des livres imprimés (ouvrages
publiés avant 1960). 1897 +
[Nouvelle tranche] 1960-64. 1965 +

ITALY

11. CCBI

Primo catalogo collettivo delle biblioteche
italiane. 1961 +

National Bibliography: *United States*

12. Sabin

Sabin, Joseph. A dictionary of books relating
to America, from its discovery to the present
time. New York, 1868-1936. 29 v.

13. Evans

Evans, Charles. American bibliography; a
chronological dictionary of all books, pam-
phlets, and periodical publications printed in
the United States of America. 1639-1820.
Chicago, Priv. print. for the author by the
Blakely Press, 1903-59. 14 v.

14. Bristol

Bristol, Roger P. Supplement to Charles
Evans' American bibliography. Charlottesville,
University Press of Virginia [1970] xix,
636 p.

A chronological list, 1646-1800, of "not-
in-Evans" items.

15. Shipton

Shipton, Clifford K., and James E. Mooney.
National index of American imprints through
1800; the short-title Evans. [Worcester,
Mass.] American Antiquarian Society, 1969.
2 v.

16. AAS

American Antiquarian Society, Worcester,
Mass. Library. A dictionary catalog of Ameri-
can books pertaining to the 17th through
19th centuries. Westport, Conn., Greenwood
Pub. Corp. [1971] 20 v.

17. Blanck

Blanck, Jacob N. Bibliography of American
literature. v. 1 + New Haven, Yale Univer-
sity Press, 1955 +

18. Shaw

Shaw, Ralph R., and Richard H. Shoemaker.
American bibliography; a preliminary check-
list for 1801-1819. New York, Scarecrow
Press, 1958-66. 22 v.

19. Shoemaker

Shoemaker, Richard H. A checklist of Ameri-
can imprints. 1820-1829. New York, Scare-
crow Press, 1965-72. 11 v.

20. Cooper

Cooper, Gayle. A checklist of American im-
prints for 1830 + Metuchen, N.J., Scarecrow
Press, 1972 +

21. Roorbach

Roorbach, Orville A. Bibliotheca Americana;
catalogue of American publications. 1820/
52-Mar. 1858/Jan. 1861. New York, 1852-
61. 4 v.

22. Kelly

Kelly, James. The American catalogue of
books. Jan. 1861-Jan. 1871. New York, J.
Wiley, 1866-71. 2 v.

23. AmC

The American catalogue. July 1, 1876-Dec. 31,
1910. New York, 1880-1911. 21 v.

24. PW
Publishers weekly. v. 1 + Jan. 18, 1872 + New York, R. R. Bowker Co.

25. PTLA
The Publishers' trade list annual. [1st] + 1873 + New York, R. R. Bowker Co.

26. BIP
—— Books in print; an author-title-series index to the Publishers' trade list annual. 1948 + New York, R. R. Bowker Co.

27. CBI
Cumulative book index. 1898/99 + New York, H. W. Wilson Co.

28. USC
The United States catalog; books in print. [1st]-4th ed. 1899-Jan. 1, 1928. Minneapolis, H. W. Wilson [1900]-28.

29. ABPR
American book publishing record. v. 1 + Feb. 1, 1960 + [New York, R. R. Bowker Co.]

30. NA
The National Archives and regional archive branches (not a source of verification but a source of material).

National Bibliography: *Great Britain*

31. Pollard
Pollard, Alfred W., and Gilbert R. Redgrave. A short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640. London, Bibliographical Society, 1926. xvi, 609 p.

32. Wing
Wing, Donald G. Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America, and of English books printed in other countries, 1641-1700. New York, Index Society, 1945-51. 3 v.
The first volume of a second edition, revised and enlarged, was published in October 1972.

33. Lond C
London catalogue of books. 1700-1855.

34. Eng C
The English catalogue of books. 1801/36 + London, 1864 +

35. BBIP
British books in print. 1874 + London, Whitaker.
Entitled, 1874-1961, *The Reference Catalogue of Current Literature*.

36. Whit
Whitaker's cumulative book list. 1924 + London, J. Whitaker.

37. BNB
The British national bibliography. 1950 + London, Council of the British National Bibliography.

National Bibliography: *France*

38. BM-Fr
British Museum. *Dept. of Printed Books*. Short-title catalogue of books printed in France and of French books printed in other countries from 1470 to 1600 now in the British Museum. London, 1924. 491 p.

39. Fr L
Quérard, Joseph M. *La France littéraire; ou, Dictionnaire bibliographique des savants, historiens et gens de lettres de la France ainsi que des littérateurs étrangers qui ont écrit en français plus particulièrement pendant les XVIII^e et XIX^e siècles*. Paris, F. Didot, 1827-64. 12 v.

40. Bib Fr
Bibliographie de la France; ou, Journal général de l'imprimerie et de la librairie. 1. + année; nov. 1811 + Paris, Au cercle de la librairie.

41. Lit Fr
Quérard, Joseph M., and others. *La littérature*

française contemporaine. XIX^e siècle. Paris, Daguin, 1842-57. 6 v.

42. Lorenz

Lorenz, Otto H. Catalogue général de la librairie française. 1840-1925. Paris, Lorenz, 1867-1945. 34 v.

43. Lib Fr

La Librairie française; catalogue général des ouvrages en vente. 1930+ Paris, Au cercle de la librairie, 1931+

44. LA

La Librairie française; les livres de l'année. 1933/45+ Paris, Au cercle de la librairie.

45. Biblio

Biblio, 1934+ Catalogue des ouvrages parus en langue française dans le monde entier. Paris, 1935+

National Bibliography: *Germany*

46. BM-G

British Museum. *Dept. of Printed Books*. Short-title catalogue of books printed in the German-speaking countries and German books printed in other countries from 1455 to 1600 now in the British Museum. London, 1962. 1224 p.

47. ABL

Heinsius, Wilhelm. Allgemeines Bücher-Lexikon; oder, Vollständiges alphabetisches Verzeichnis der von 1700 bis zu ende . . . [1892] erschienenen Bücher. Leipzig, 1812-94. 19 v.

48. Kayser

Kayser, Christian G. Vollständiges Bücher-Lexicon, enthaltend alle . . . in Deutschland und in angrenzenden Ländern gedruckten Bücher. 1750-1910. Leipzig, 1834-1912. 42 v.

49. DBV

Deutsches Bücherverzeichnis. 1911/14+ [Leipzig] Börsenverein der deutschen Buchhändler zu Leipzig, 1916+

50. DNB

Deutsche Nationalbibliographie. Jan. 1931+ Leipzig, Börsenverein der deutschen Buchhändler.

51. DB

Deutsche Bibliographie. Frankfurt am Main, Buchhändler-Vereinigung, 1947+

National Bibliography: *The Low Countries*

52. BM-NB

British Museum. *Dept. of Printed Books*. Short-title catalogue of books printed in the Netherlands and Belgium, and of Dutch and Flemish books printed in other countries from 1470 to 1600 now in the British Museum. London, 1965. 274 p.

53. NRB

Abkoude, Johannes van. Naamregister van de bekendste en meest in gebruik zynde nederduitsche boeken, welke sedert het jaar 1600 tot het jaar 1761 zyn uitgekomen . . . Nu overzien, verb. en tot het jaar 1787 verm. door Reinier Arrenberg. 2. druk. Rotterdam, G. A. Arrenberg, 1788. 2 v. (598 p.)
— Alphabetische naamlijst van boeken, welke sedert het jaar 1790 tot en met het jaar 1832, in Noord-Nederland zyn uitgekomen. 's Gravenhage, Gebr. van Cleef, 1835. 755, 159 p.

54. Brink ANB

Brinkman, Carel L. Alphabetische naamlijst van boeken . . . die gedurende de jaren 1833 tot en met 1849 in Nederland uitgegeven of herdrukt zyn. Amsterdam, 1858. 792 p.

55. Brink CBT

Brinkman's catalogus van boeken en tijdschriften. 1850/82+ Amsterdam, Brinkman, 1883-93; Leiden, Sijthoff, 1903+

56. Brink CCB

Brinkman's cumulatieve catalogus van boeken. 1.+ jaarg.; 1846+ Amsterdam, Brinkman, 1846-80; Leiden, Sijthoff, 1881+

57. BN Bel

Bibliographie nationale; dictionnaire des écrivains belges et catalogue de leurs publications, 1830-1880. Bruxelles, P. Weissenbruch, 1886-1910. 4 v.

58. B Bel

Bibliographie de Belgique. Belgische bibliographie. 1. + année; jan. 1875 + Bruxelles, Bibliothèque Royale.

National Bibliography: *Italy*

59. BM-It

British Museum. *Dept. of Printed Books*. Short-title catalogue of books printed in Italy and of Italian books printed in other countries from 1465 to 1600 now in the British Museum. London, 1958. 992 p.

60. Pagliaini

Pagliaini, Attilio. Catalogo generale della libreria italiana dall'anno 1847 a tutto il 1899. Milano, Associazione tipografico-libreria italiana, 1901-5. 3 v.
———. 1.-[4.] supplemento, dal 1900 al [1940]; Milano, 1912-[58] 7 v.

61. CUBI

Florence. Biblioteca nazionale centrale. Catalogo cumulativo 1886-1957 del Bollettino delle pubblicazioni italiane ricevute per diritto di stampa dalla Biblioteca nazionale centrale di Firenze. Nendeln, Leichtenstein, Kraus Reprint, 1968. 41 v.

62. BN It

Bibliografia nazionale italiana. anno 1 + genn. 1958 + Firenze, Biblioteca nazionale centrale.

National Bibliography: *Hispanic Countries*

63. BM-H

British Museum. *Dept. of Printed Books*. Short-title catalogue of Spanish, Spanish-American and Portuguese books printed be-

fore 1601 in the British Museum. London [1966] xv, 169 p.

64. HSA

Hispanic Society of America. *Library*. Catalogue of the library. Boston, G. K. Hall, 1962. 10 v. (10048 p.)
———. Supplement. 1st + Boston, G. K. Hall, 1970 +

65. Palau

Palau y Dulcet, Antonio. Manual del librero hispano-americano: bibliografía general española e hispano-americana desde la invención de la imprenta hasta nuestros tiempos. 2. ed. corr. y aum. Barcelona, A. Palau, 1948 +

66. BEH

Bibliografía general española e hispano-americana. enero/abril 1923-marzo/abril 1942. [Madrid] 1924-[42] 16 v.

67. BH

Bibliografía hispánica. año 1-16; mayo/junio 1942-dic. 1957. [Madrid] Sección de Ordenación Bibliográfica del Instituto Nacional del Libro Español.

68. AEHA

Anuario español e hispano-americano del libro y de las artes gráficas. Madrid, Editores del Anuario Marítimo Español, 1945 +

69. BE

Bibliografía española. 1958 + Madrid, Ministerio de Educación Nacional, Dirección General de Archivos y Bibliotecas.

70. DBP

Silva, Innocencio F. da. Dicionário bibliográfico português. Lisboa, Impr. Nacional, 1858-1923. 22 v.

71. BBP

Boletim de bibliografia portuguesa. v. 1 + ano de 1935 + Lisboa, Biblioteca Nacional, 1937 +

National Bibliography: *Russia*

72. CUC

U.S.-Library of Congress. *Cyrillic Bibliographic Project*. Cyrillic union catalog. New York, Readex Microprint Corp., 1963. micro-opaque. 1244 cards in 7 boxes.

73. NYP

New York (City). Public Library. *Slavonic Division*. Dictionary catalog of the Slavonic collection. Boston, G. K. Hall, 1959. 26 v. To be supplemented.

74. KL

Knizhnaia letopis'; organ gosudarstvennoi bibliografii SSSR. g. 1+ 14 iulia 1907+ Moskva.

75. EK

Ezhgodnik knigi SSSR; sistematicheskii ukazatel'. 1925+ Moskva, Vsesoiuznaia knizhnaia palata, 1927+

76. KL-DV

Knizhnaia letopis'. Dopolnitel'nyi vypusk. 1961+ Moskva. Kniga.
—— Ukazatel' seriinykh izdaniĭ. 1961+ Moskva, Kniga.

Serials (Excluding Newspapers)

77. ULS

Union list of serials in libraries of the United States and Canada. 3d ed. Edited by Edna Brown Titus. New York, H. W. Wilson Co., 1965. 5 v. (4649 p.)

78. CRL-S

Chicago. Center for Research Libraries. The Center for Research Libraries catalogue: serials. Chicago, 1972. 2 v.

79. BUCOP

British: union-catalogue of periodicals. A record of the periodicals of the world, from the seventeenth century to the present day, in British libraries. London, Butterworths Scientific Publications, 1955-58. 4 v.

—— Supplement to 1960. London, Butterworths, 1962. xxxv, 991 p.

—— Incorporating World list of scientific periodicals; new periodical titles. Mar. 1964+ London, Butterworths.

Quarterly, with annual cumulations.

80. WLSP

World list of scientific periodicals. Published in the years 1900-1960. 4th ed. Edited by Peter Brown and George Burder Stratton. Washington, Butterworths, 1963-65. 3 v. (1824 p.)

—— New periodical titles, 1960/68. London, Butterworths, 1970. 603, 128 p.

Cumulates the annual volumes of the *British Union-Catalogue of Periodicals, New Periodical Titles*.

81. CCP

Paris. Bibliothèque nationale. *Département des périodiques*. Catalogue collectif des périodiques du début du XVIII^e siècle à 1939, conservés dans les bibliothèques de Paris et dans les bibliothèques universitaires des départements. Paris, Bibliothèque nationale, 1967+

82. SFG

List of the serial publications of foreign governments, 1815-1931, edited by Winifred Gregory. New York, H. W. Wilson Co., 1932. 720 p.

83. HCSS

Smits, Rudolf. Half a century of Soviet serials, 1917-1958; a bibliography and union list of serials published in the USSR. Washington, Library of Congress, 1958. 2 v. (xv, 1661 p.)

84. GAZS

Staatsbibliothek der Stiftung Preussischer Kulturbesitz. Gesamtverzeichnis ausländischer Zeitschriften und Serien (GAZS); Hauptband, 1939-1958. Wiesbaden, O. Harrassowitz, 1963-68. 5 v. (5152 p.)

—— Nachträge. Marburg, 1966+

85. GAZ

Berlin. Deutsche Staatsbibliothek. *Auskunfts-*

büro der Deutschen Bibliotheken. Gesamtverzeichnis ausländischer Zeitschriften, 1939-1959 (GAZ). Berlin, Deutsche Staatsbibliothek, 1964 +

86. NST

New serial titles; a union list of serials commencing publication after December 31, 1949. Jan. 1953 + Washington, Library of Congress.

87. Ulrich's

Ulrich's international periodicals directory. [1st] + ed.; [1932] + New York, R. R. Bowker Co.

88. ISA

Irregular serials & annuals; an international directory. 1st + ed.; 1967 + New York, R. R. Bowker Co.

89. CASSI

Access; key to the source literature of the chemical sciences. 1969 ed. [Columbus, Ohio] Chemical Abstracts Service, American Chemical Society [1969] 30A; 1370 p.

Supersedes the *List of Periodicals Abstracted by Chemical Abstracts*.

Supplemented by *Chemical Abstracts Service Source Index Quarterly* (entitled *Access Quarterly* through issue 3 of 1970), the fourth number of each volume constituting an annual cumulation.

Newspapers

90. CRL-N

Chicago. Center for Research Libraries. The Center for Research Libraries catalogue: newspapers. Chicago, 1969. 176 p.

91. Brigham

Brigham, Clarence S. History and bibliography of American newspapers, 1690-1820. Worcester, Mass., American Antiquarian Society, 1947. 2 v. (xvii, 1508 p.)

92. AN

American newspapers, 1821-1936; a union list of files available in the United States and

Canada. Edited by Winifred Gregory. New York, H. W. Wilson Co., 1937. xvi, 791 p.

93. Ayer

Ayer directory of publications. 1880 + Philadelphia.

94. NOM

U.S. Library of Congress. Union Catalog Division. Newspapers on microfilm. [1st] + ed. Washington, 1948 +

95. RUBN

U.S. Library of Congress. Slavic and Central European Division. Russian, Ukrainian, and Belorussian newspapers, 1917-1953; a union list, compiled by Paul L. Horecky. Washington, 1953. 218 p.

96. LAN

Charno, Steven M. Latin American newspapers in United States libraries; a union list. Austin, Published for the Conference on Latin American History by the University of Texas Press [1969, 1968] xiv, 619 p. (Conference on Latin American History. Publications, no. 2)

Dissertations

97. LC-ADD

U.S. Library of Congress. Catalog Division. A list of American doctoral dissertations printed in [1912]-1938. Received in the Catalog Division from [1912] to September 1939. Washington, U.S. Govt. Print. Off., 1913-39. 27 v.

98. DAI

Dissertation abstracts international; abstracts of dissertations available on microfilm or as xerographic reproductions. v. 1 + [Ann Arbor, Mich.] University Microfilms, 1938 + Beginning July 1966 (v. 27), issued in two sections: A, *The Humanities and Social Sciences*, and B, *The Sciences and Engineering*.

99. DDAU

Doctoral dissertations accepted by American

universities. no. 1-22; 1933/34-1954/55. New York, H. W. Wilson Co. 22 no. in 18 v.

100. ADD

American doctoral dissertations. 1955/56 + Ann Arbor, Mich., University Microfilms, 1957 +

101. MA

Masters abstracts; abstracts of selected masters theses on microfilm. v. 1 + [Ann Arbor, Mich.] University Microfilms, 1962 +

102. Aslib

Aslib. Index to theses accepted for higher degrees by the universities of Great Britain and Ireland. v. 1 + 1950/51 + London.

103. CTD

France. *Direction des bibliothèques de France*. Catalogue des thèses de doctorat soutenues devant les universités françaises. t. 1-15; 1884/89-1958. nouv. sér., 1959 + Paris.

104. JVDHS

Jahresverzeichnis der deutschen Hochschulschriften. 1. + Jahrg.; 1885/86 + Berlin, Verlag des Börsenvereins der Deutschen Buchhändler, 1887-1936; Leipzig, VEB Verlag für Buch- und Bibliothekswesen, 1957 +

105. KKDD

Moscow. Publichnaia biblioteka. Katalog kandidatikh i doktorskikh dissertatsii, postupivshikh v Biblioteku imeni V. I. Lenina i Gosudarstvennuiu tsentral'nuiu nauchnuiu meditsinskuiu biblioteku. 1957 + Moskva.

106. IG

Institution granting degree, for American theses and dissertations (not a source of verification but a source of material).

107. CRL

Center for Research Libraries, for foreign dissertations (not a source of verification but a source of material).

Conference Proceedings

108. PIP

Proceedings in print. v. 1 + Oct. 1964 + Mat-tapan, Mass.

109. IDok/SEMT

Directory of published proceedings. Series SEMT: science/engineering/medicine/technology. v. 1 + Sept. 1965 + Harrison, N.Y., InterDok.

110. IDok/SSH

Directory of published proceedings. Series SSH: social sciences/humanities. v. 1 + Jan. 1968 + Harrison, N.Y., InterDok.

U.S. Government Publications

111. Poore

Poore, Benjamin Perley. A descriptive catalogue of the government publications of the United States, September 5, 1774-March 4, 1881. Washington, Govt. Print. Off., 1885. 1392 p. ([U.S.] 48th Congress, 2d session. Senate. Misc. doc. no. 67)

112. CIP

U.S. Dept. of the Interior. Division of Documents. Comprehensive index to the publications of the United States Government, 1881-1893, by John G. Ames. Washington, Govt. Print. Off., 1905. 2 v. (1590 p.) ([U.S.] 58th Congress, 2d session. House. Doc. 754)

113. CPD

U.S. Superintendent of Documents. Catalog of the public documents of the Congress and of all departments of the Government of the United States. no. [1]-25; Mar. 4, 1893/June 30, 1895-Jan. 1, 1939/Dec. 31, 1940. Washington, U.S. Govt. Print. Off. 25 no.

114. MC

U.S. Superintendent of Documents. Monthly catalog of United States Government publications. no. [1] + Jan. 1895 + Washington, U.S. Govt. Print. Off.

115. LRDL

Local and regional depository libraries (not a source of verification but a source of material).

Federally Supported Research and Translations

116. GRA

Government reports announcements. v. 1 + Jan. 11, 1946 + Springfield, Va., National Technical Information Service.

Title varies.

117. GRI

Government reports index. v. 1 + Feb. 15, 1965 + Springfield, Va., National Technical Information Service.

Title varies.

118. Trans

Transdex; bibliography and index to the United States Joint Publications Research Service (JPRS) translations. 1957/61 + New York, CCM Information Corp.

Title varies.

119. NTIS

National Technical Information Service (not a source of verification but a source of material).

120. JPRS

Joint Publications Research Service (not a source of verification but a source of material).

**BIBLIOGRAPHIC AND LOCATION
VERIFICATION EXERCISES**

The following exercises are designed to give you practice in bibliographic verification and location verification techniques. These requests are actual requests that have been received by an interlibrary loan office for processing.

PHASE I - Time Limit: 1 hour.
Do a manual search for
bibliographic and location
verification.

PHASE II - For Book Requests Only:
Using the OCLC data base
do a bibliographic and
location verification.

VERIFICATION WORKSHEET I

PERIODICALS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Name of Periodical American Philosophical Society Transaction No.....

Volume XCIII Number..... Date 1949 Paging.....

Author of Article Crosby

Title of Article Excavations in the Abbey Church

Exact Source of Reference (Important) Von Simson, P. The Gothic Cathedral

If location known, indicate.....

Date by which material must be received.....

Name..... Phone..... Department.....

Address.....

If necessary, will pay photocopy charges for periodical articles: Yes.....

No.....

Verification:

☐ Faculty Grant No.....

☐ Dent Supply Acct.....

PERIODICALS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Name of Periodical Ann. Soc. Roy. Zool. Belg. Transaction No.....

Volume 85 Number..... Date 1954 Paging 119-151

Author of Article Herlant-Meewis, Henriette

Title of Article Croissance et reproduction

Exact Source of Reference (Important).....

If location known, indicate.....

Date by which material must be received.....

Name..... Phone..... Department.....

Address.....

If necessary, will pay photocopy charges for periodical articles: Yes.....

No.....

Verification:

☐ Faculty Grant No.....

☐ Dent Supply Acct.....

VERIFICATION WORKSHEET II

PERIODICALS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Name of Periodical North Carolina Historical Review Transaction No.....

Volume 42 Number 3 Date Summer 1965 Paging 306-314

Author of Article Roberts, B.W.C.

Title of Article Cockfighting: An early entertainment in North Carolina

Exact Source of Reference (Important).....

If location known, indicate.....

Date by which material must be received.....

Name..... Phone..... Department.....

Address.....

If necessary, will pay photocopy charges for periodical articles: Yes.....

No.....

Verification:

☐ Faculty Grant No.....

☐ Dent. Supply Acct.....

PERIODICALS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Name of Periodical Journal of Negro Education Transaction No.....

Volume XII Number..... Date Winter, 1943 Paging 42-68

Author of Article Dr. Horace Fitchett

Title of Article The role of Claflin College in Negro life in South Carolina

Exact Source of Reference (Important).....

If location known, indicate.....

Date by which material must be received.....

Name..... Phone..... Department.....

Address.....

If necessary, will pay photocopy charges for periodical articles: Yes.....

No.....

Verification:

☐ Faculty Grant No.....

☐ Dent. Supply Acct.....

VERIFICATION WORKSHEET III

BOOK OR THESIS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Transaction No.....

SATCHELL, JE.

AUTHOR (Full Name)

Book

☒ section of a

Thesis

Master's

Ph.D.

☐

☐

Verification:

Some aspects of earthworm ecology Nottingham,
TITLE England Easter School in Agricultural Science

LC.....

SUPPT.....

PLACE, PUBLISHER, YEAR (If Thesis indicate if Master's or Doctors)

48-52.....

Soil Zoology edited by D. Kevan
WHERE DID YOU FIND REFERENCE TO THIS BOOK?

PAGE

NUC.....

New York Academic Press 1955
KNOWN LOCATIONS, IF ANY

Date by which material must be received

BOOK OR THESIS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Transaction No.....

AUTHOR (Full Name)

Book

☐

Thesis

Master's

Ph.D.

☐

☐

Verification:

STIGMA

TITLE

LC.....

SUPPT.....

PLACE, PUBLISHER, YEAR (If Thesis indicate if Master's or Doctors)

48-52.....

WHERE DID YOU FIND REFERENCE TO THIS BOOK?

PAGE

NUC.....

KNOWN LOCATIONS, IF ANY

Date by which material must be received

VERIFICATION WORKSHEET IV

BOOK OR THESIS APPLICATION FOR INTERLIBRARY LOAN SERVICE

Date.....

Transaction No.....

.....CASSEL, RUSSEL N. (ed.).....
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